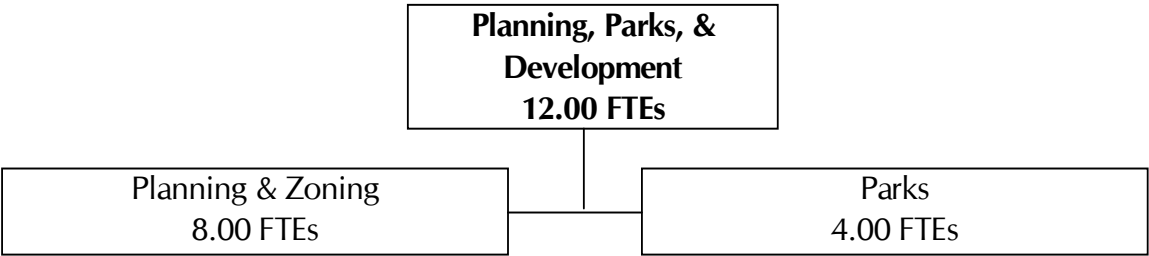


**Catawba County Government**



# Planning, Parks, & Development

Summary

	2004/05 Actual	2005/06 Current	2006/07 Requested	2006/07 Approved	Percent Change
<b>Revenue</b>					
Charges & Fees	\$62,174	\$59,340	\$56,295	\$56,295	-5%
Miscellaneous	820	500	300	300	-40%
From Other Parks	31,098	0	0	0	0%
General Fund	752,030	860,169	850,883	850,883	-1%
<b>Total</b>	<b>\$846,122</b>	<b>\$920,009</b>	<b>\$907,478</b>	<b>\$907,478</b>	<b>-1%</b>
<b>Expenses</b>					
Personal Services	\$607,646	\$673,883	\$687,362	\$687,362	2%
Supplies & Operations	219,773	234,626	214,016	214,016	-9%
Capitalized Leases	18,703	11,500	0	0	0%
Capital	0	0	6,100	6,100	0%
<b>Total</b>	<b>\$846,122</b>	<b>\$920,009</b>	<b>\$907,478</b>	<b>\$907,478</b>	<b>-1%</b>
<b>Employees</b>					
Permanent	12.00	12.00	12.00	12.00	0%
Hourly	1.00	1.00	1.00	1.00	0%
<b>Total</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>0%</b>

Significant Changes:

The name of the department has changed from Planning and Development to Planning, Parks, and Development.

The County continues to focus on air quality issues. Funds for air quality projects with the Western Piedmont Council of Governments previously budgeted as a part of the Planning, Parks, & Development budget have been moved to the Other Government cost center.

## **PLANNING & ZONING**

### **Statement of Purpose**

Conduct a comprehensive planning program that is designed to promote and maintain the orderly physical growth and development of Catawba County. Facilitate and provide staff support for the development of long-range planning initiatives with subsequent implementation of the plan's policies and recommendations. Protect the rights, health, safety, and general welfare of the citizens of Catawba County by the prudent enforcement of the Unified Development Ordinance. Provide consultation to the general public on matters of planning and development. Provide demographic information, including historical, projected and trend analysis to the public and internal agencies/departments. Provide reports and special studies to appropriate County officials including the Board of Commissioners, Planning Board, Board of Adjustment, and Subdivision Review Board. Provide grants research and project administration in economic development, housing, parks, transportation, historic preservation, and education.

### **Zoning Regulations**

1. Process all rezoning requests and prepare report(s) and recommendation(s) for submittal to the Planning Board 7-10 days prior to the scheduled public hearing. Recommendations from the Planning Board to the Board of Commissioners will be forwarded after the public hearing.
2. Review and approve complete non-residential site plans within 5-7 working days by serving as a member of a technical review team to comprehensively review non-residential site plans and coordinating comments in a timely manner in order to provide better customer service to the public.
3. Review and approve applicable completed applications for residential zoning permits in coordination with the Permit Center for questionable situations (i.e. floodplain, topography, setback issues) within two (2) working days.

### **Subdivision Regulations**

4. Review all preliminary and final major subdivision plats and field check final subdivisions for drainage, street layout, and other required improvements as specified in Unified Development Ordinance within ten (10) working days of application date and provide reports to the Subdivision Review Board. Planning staff will serve as the review coordinator on all major subdivision plats with the various departments and agencies comprising the Subdivision Review Board. Planning staff will serve as staff support to the Subdivision Review Board, which will include preparation and presentation of agendas and support information in addition to the keeping of public records of the meeting, and official actions taken by the Subdivision Review Board.

5. Ensure that all minor and family subdivision plats are in compliance with the Unified Development Ordinance and are approved within the time limitations established in the Ordinance.
6. Maintain and update monthly a database of available school capacity based on new subdivision lots approved and provide a quarterly report to appropriate agencies and elected officials.

### **Representatives on Long-Range Planning Boards/Committees**

7. Provide technical support and information to improve management and elected officials decision-making by:
  - a. Serving on Boards established to improve transportation and transit in the County. Board membership includes: Metropolitan Planning Organization, Rural Planning Organization, Piedmont Wagon Managers Consortium, and the Piedmont Wagon Transportation Advisory Board.
  - b. Serving on Boards established to improve environmental quality and quality of life in the county in order to promote tourism and economic development. Board membership includes: the Catawba River Study Committee, Catawba-Wateree Relicensing Advisory Group, Lake Norman Marine Commission, Lake Norman Preservation and Safety Committee, Unifour Recreation and Open Space Task Force, and Unifour Air Quality committee.

### **Code Enforcement Activities**

8. Inform citizens of ordinance requirements, common zoning violations, and how to report violations in order to prevent future violations by keeping information on the County's website and Info Line updated on various types of zoning and junk vehicle violations and providing educational information to local newspapers.
9. Enforce compliance with the County Junk Vehicle and Zoning Ordinance by:
  - a. Making on-site inspections of all new violation complaints received and notifying violators within ten (10) working days.
  - b. Conducting site visits to verify compliance with the Junk Vehicle and Zoning Ordinance within five (5) working days of the deadline of the first violation letter.
  - c. Preparing case files with pictures and documentation to be used in court proceedings for zoning and junk vehicle violations.
  - d. Working with County Magistrates, County District Attorney, and County Attorney in the preparation of these cases for court actions.
  - e. Preparing reports to monitor zoning and junk vehicle violation cases and status quarterly for review by Board of Commissioners.

## **Special Projects/Studies Activities**

10. Coordinate a community review of the new flood maps for Catawba County with the North Carolina Division of Emergency Management (NCDEM). Submit revised flood damage prevention ordinance to Planning Board and Board of Commissioners for adoption, along with new flood maps when finalized by NCDEM. The new maps will provide updated flood information which will be used in permitting of new structures to ensure that the structure is built according to flood standards and/or is flood proofed; thereby, providing a level of safety to the public.
11. Planning staff will transition its affordable housing work with the Faith Community Task Force to a 501(c)(3) Housing Foundation. Staff will provide administration oversight to the Foundation Board of Directors as it develops its purpose statement, priorities and work plan. This program is aimed at finding ways to create affordable housing opportunities for low-income persons in the county.
12. Provide housing services to low and moderate income persons assisted by the Western Piedmont Council of Governments (WPCOG) by administering the following:
  - a. Scattered Site CDBG – includes a \$400,000 grant to rehabilitate 10-12 substandard units owned by low/moderate income elderly homeowners. The next grant will be made available for rehabilitation of another 10-12 substandard units during the 1<sup>st</sup> quarter of Fiscal Year 2006/07.
  - b. Urgent Repair CDBG Project –includes a \$50,000 grant to provide minor repair for 12 housing units owned by low/moderate income homeowners. The project is underway. Anticipate completion in the 2<sup>nd</sup> quarter of Fiscal Year 2006/07.
13. Coordinate with the Foothills Conservancy to identify potential preservation areas on the Jacobs Fork River and/or other sites near the county's parks for consideration of acquisition or conservation easements through grants. This will occur beginning in the 1<sup>st</sup> quarter of Fiscal Year 2006/07. The preservation of the Jacobs Fork corridor is an outcome of the small area plans and the Natural Heritage Inventory due to its unique natural habitat.
14. Unified Development Ordinance (UDO) – Present the final draft of the UDO to the Planning Board and Board of Commissioners for consideration of adoption. Included with the ordinance will be revised zoning maps to reflect the new zoning districts contained within the UDO and recommended by the Small Area Plans. This will be completed in the 1<sup>st</sup> quarter of Fiscal Year 2006/07. Develop a design manual to visually support the Unified Development Regulations upon completion and adoption of the UDO. The document will be a fluid manual that will be subject to periodic updates

15. Complete the feasibility study and preliminary design for a portion of the Lyle Creek greenway as recommended by the Catawba Small Area Plan. This will occur in the 2<sup>nd</sup> quarter of Fiscal Year 2006/07.
16. Begin an implementation strategy for the Small Area Plans, including transportation and economic development strategies. This will be developed during the 3<sup>rd</sup> quarter of Fiscal Year 2006/07.
17. Coordinate with local conservancies to identify grant sources to acquire/develop the recreational offerings contained in Duke Power's Relicensing Final Agreement. This will occur in 3<sup>rd</sup> quarter of Fiscal Year 2006/07.
18. Evaluate the feasibility of establishing a historic properties commission program. This will occur in 3<sup>rd</sup> quarter of Fiscal Year 2006/07.
19. Reconvene the multi-jurisdictional Hazard Mitigation Plan Committee to evaluate the status of the mitigation strategies to ensure implementation of the 1-2 year plan recommendations. This will occur in 3<sup>rd</sup> quarter of Fiscal Year 2006/07.

#### **Customer Service**

20. Continue to seek and attend specialized customer service training for all levels of staff in order to better equip employees in their day-to-day relations with customers.

# Planning & Zoning

Organization: 420030

	2004/05 Actual	2005/06 Current	2006/07 Requested	2006/07 Apprvd	Percent Change
<b>Revenue</b>					
Charges & Fees	\$60,026	\$57,540	\$54,295	\$54,295	-6%
Miscellaneous	250	0	0	0	0%
General Fund	558,283	627,445	617,172	617,172	-2%
<b>Total</b>	<b>\$618,559</b>	<b>\$684,985</b>	<b>\$671,467</b>	<b>\$671,467</b>	<b>-2%</b>
<b>Expenses</b>					
Personal Services	\$447,259	\$506,137	\$514,356	\$514,356	2%
Supplies & Operations	168,791	178,848	157,111	157,111	-12%
Capitalized Leases	2,509	0	0	0	0%
Capital	0	0	0	0	0%
<b>Total</b>	<b>\$618,559</b>	<b>\$684,985</b>	<b>\$671,467</b>	<b>\$671,467</b>	<b>-2%</b>
<b>Employees</b>					
Permanent	8.00	8.00	8.00	8.00	0%
Hourly	0.50	0.50	1.00	1.00	100%
<b>Total</b>	<b>8.50</b>	<b>8.50</b>	<b>9.00</b>	<b>9.00</b>	<b>6%</b>

## Significant Changes:

The County continues to focus on air quality issues. Funds for air quality projects with the Western Piedmont Council of Governments previously budgeted as a part of the Planning, Parks, & Development budget have been moved to the Other Government cost center.

## **PARKS**

### **Statement of Purpose**

Provide recreational opportunities for the citizens of Catawba County through the operation and development of parks and the preservation of open space. Preservation and education of Catawba County's unique natural heritage are the primary goals of the Parks Division.

### **Outcomes**

1. Establish a long-range master plan for the Parks Division to assist in future growth, development, and operation.
  - a. Work with the Master Plan Lead Focus Group that will represent the various areas of the County and existing park patrons. The function of this focus group will be to initially help shape the master plan by providing citizen input regarding recreation needs and future park improvement and development.
  - b. Complete the Catawba County Parks Master Plan with the Lead Focus Group to create a realistic and measurable master plan that can be submitted to the Catawba County Board of Commissioners by October 2006.
2. Increase the Parks Division daily attendance average by 8% as evidenced by traffic counter statistics/sign-in sheets and the quarterly Parks Division report.
3. Achieve 500 volunteer labor hours by completing a minimum of four park improvement projects. The secondary goal of these improvement projects will be environmental/interpretive education and community involvement. In an effort to involve youth, these projects will include school and scouting groups when possible. This will be completed as evidenced by the volunteer/project log, sign-in sheets, and the quarterly Parks Division report.
4. Host educational/interpretive programs with no less than 800 patron participants as evidenced by daily sign-in sheets. The goal of these programs is to share environmental/interpretive information with the public in an effort to broaden public awareness and participation in the preservation of Catawba County's unique natural heritage.
5. The Parks Division will assist in the implementation of the D.O.T. Enhancement Grant for Bunker Hill Covered Bridge to improve access and amenities at the site. This will be evidenced by successful completion of the project by June of Fiscal Year 2006/07.



# Parks

Organization: 420040

	2004/05 Actual	2005/06 Current	2006/07 Requested	2006/07 Approved	Percent Change
<b>Revenue</b>					
Charges & Fees	\$2,148	\$1,800	\$2,000	\$2,000	11%
Miscellaneous	570	500	300	300	-40%
From Other Parks	31,098	0	0	0	0%
General Fund	193,747	232,724	233,711	233,711	0%
<b>Total</b>	<b>\$227,563</b>	<b>\$235,024</b>	<b>\$236,011</b>	<b>\$236,011</b>	<b>0%</b>
<b>Expenses</b>					
Personal Services	\$160,387	\$167,746	\$173,006	\$173,006	3%
Supplies & Operations	50,982	55,778	56,905	56,905	2%
Capitalized Leases	16,194	11,500	0	0	0%
Capital	0	0	6,100	6,100	0%
<b>Total</b>	<b>\$227,563</b>	<b>\$235,024</b>	<b>\$236,011</b>	<b>\$236,011</b>	<b>0%</b>
<b>Employees</b>					
Permanent	4.00	4.00	4.00	4.00	0%
Hourly	0.50	0.50	0.00	0.00	0%
<b>Total</b>	<b>4.50</b>	<b>4.50</b>	<b>4.00</b>	<b>4.00</b>	<b>-11%</b>

Significant Changes: